This job aid provides step-by-step instructions for placing a facility in holdover status. Holdover status occurs when your agency plans to continue leasing a facility and the lease contract expires before a renewal can be negotiated.

- ✓ The Holdover Status field is located in the lease contract and receivable contract tables.
- ✓ Users can update the Holdover Status field by launching the Lease Review or Receivable Review wizard. These fields cannot be manually edited outside of the wizard.
- ✓ For long-term leases with no end date (e.g., with the federal government), enter a lease and payment end date 10 years out from when the system is being updated.
- ✓ For indefinite month-to-month lease instructions, refer to the [Month-to-Month Leases](#) job aid.
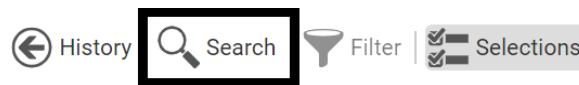
Lease Contract

Use the search option to navigate to your agency.
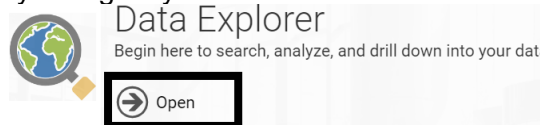
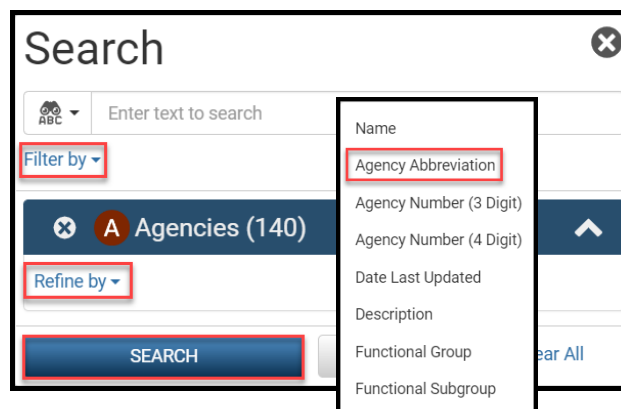|	
1. **Select:** Open.	
2. **Select:** Search.	
3. **Select:** Filter by. 4. **Select:** Agency. 5. **Select:** Refine by. 6. **Select:** Agency Abbreviation. 7. **Select:** Your agency abbreviation from dropdown. 8. **Select:** Search.	
9. **Select:** Menu. 10. **Select:** Lease Review.	
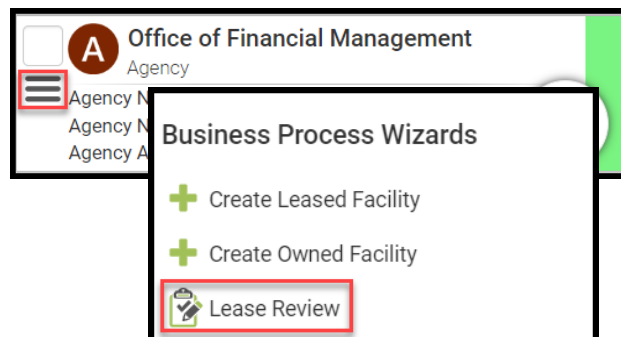
11. Select: Details button next to applicable lease contract.

Facility Lease Contracts

Search Lease Numbers

Enter Search Text

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
A01121 OFM	A01121 OFM	01/02/2017	09/09/9999	↗
DEL 13-0007 LA2	DEL 13-0007 LA2	07/01/2021	06/30/2023	↗
SRL 18-0118	SRL 18-0118	12/01/2018	11/30/2023	↗
SRL 20-0044	SRL 20-0044	11/01/2020	10/31/2025	↗
SRL 21-0121	SRL 21-0121	01/01/2022	12/31/2023	↗
Test Lease	123XYZABC	10/01/2022	10/01/2023	↗
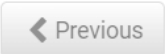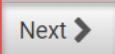
12. Input: Holdover Status.
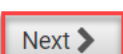➔ Select "yes."

Note: Do not update the original lease end date.
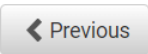
Holdover Status

Yes ▼

13. Select: Next (three times).

‹ Previous   Next ›   Cancel Changes

14. Select: Save Changes.
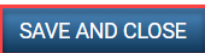
‹ Previous   Next ›   SAVE CHANGES   Cancel Changes

15. Select: Next (three times).

‹ Previous   Next ›   Cancel All Changes

16. Select: Save And Close.

‹ Previous   Next ›   SAVE AND CLOSE   Cancel All Changes
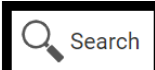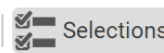
Receivable Lease Contract

Use the search option to navigate to your agency.

1. Select: Open.
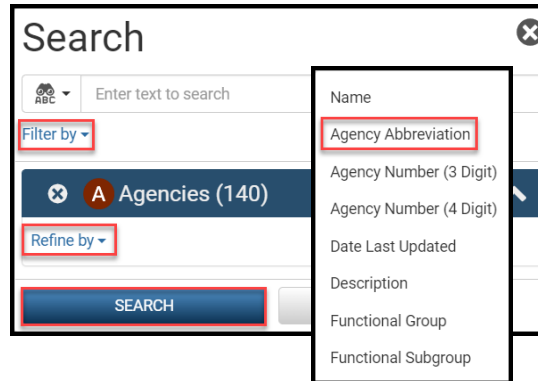
Data Explorer
Begin here to search, analyze, and drill down into your data
⊙ Open

2. Select: Search.

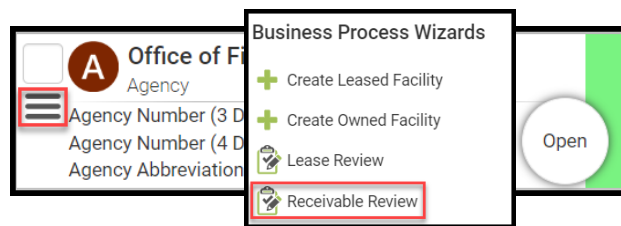⊙ History   🔍 Search   ▽ Filter | ☑ Selections

3. **Select:** Filter by.
4. **Select:** Agency.
5. **Select:** Refine by.
6. **Select:** Agency Abbreviation.
7. **Select:** Your agency abbreviation from dropdown.
8. **Select:** Search.

9. **Select:** Menu.
10. **Select:** Receivable Review.

17. **Select:** Details button next to applicable receivable contract.

18. **Input:** Holdover Status.
    ➔ Select "yes."

Note: Do not update the original receivable lease contract end date.

19. **Select:** Next (three times).

20. **Select:** Save Changes.

21. **Select:** Next (three times).

22. **Select:** Save And Close.